

**COMMONWEALTH OF MASSACHUSETTS  
BOARD OF REGISTRATION OF GENETIC COUNSELORS**

**THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED  
MEETING OF THE BOARD REGISTRATION OF GENETIC COUNSELORS  
IN COMPLIANCE WITH THE OPEN MEETING LAW, G.L. c. 30A, § 20**

Monday, June 3, 2013  
9:30 a.m.  
239 Causeway Street – 4<sup>th</sup> floor, Room 419  
Boston, MA 02114

**Agenda**

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
  - A. October 5, 2012 Regularly Scheduled Meeting
- IV. Adjudicatory Session (closed session)  
None
- V. M.G.L. c. 112, § 65C Session (closed session)  
None
- VI. Application for Full Licensure
  - A. Erin Hoffman License No.PGC061 (issued 9-2-2011; expires 9-2-2014)  
270 CMR 3.04 (1)(a): Application for full licensure received more than 60 days after  
notification of passing certification examination.
- VII. Staff Assignments  
None
- VIII. Complaints  
None
- IX. Scope of Practice Inquiries  
None
- X. Other Business/Announcements
  - A. Introductions of New DPHL Staff
  - B. Delegation of Authority to Assistant Executive Director
- XI. Adjourn

**COMMONWEALTH OF MASSACHUSETTS**  
**BOARD OF REGISTRATION OF GENETIC COUNSELORS**

BOARD MEETING  
June 3, 2013  
239 CAUSEWAY STREET, BOSTON, MA 02114  
ROOM 421

MINUTES

Board Members Present: Gretchen Schneider, Chair  
Kristen Mahoney Shannon, Vice-Chair  
Jacqueline Rodriguez-Louis, Public Member

Staff Present: Annette O'Brien, Interim Executive Director  
Ichelle Herbu, Assistant to Executive Director  
Joelle Stein, Board Counsel, OGC, DPH  
Anson Chu, Administrative Assistant

Guest: Kayla Sheets, GC179

- I. Call to Order  
Ms. Schneider, Chair, called the Meeting to order at 9:39 a.m.
- II. Approval of Agenda  
The Board Meeting Agenda was reviewed. Ms. Shannon made a motion to accept the Agenda as presented; Ms. Rodriguez-Louis seconded the motion. The motion passed unanimously.

Document: June 3, 2013 Board Meeting Agenda

- III. Approval of Minutes  
A. October 5, 2012 Board Meeting  
Ms. Shannon made a motion to accept the Minutes of the October 5, 2012 Board Meeting as presented; Ms. Schneider seconded the motion. The motion passed unanimously.

Document: October 5, 2012 Board Meeting Minutes

- IV. Adjudicatory Session (closed session)  
None.

- V. M.G.L. c. 112, § 65C Session (closed session)  
None.

VI. Application for Full Licensure

- A. Erin Hoffman License No. PGC061 (issued 9/2/11)  
Practice as a genetic counselor after expiration of provisional license and before issuance of full license.

After Board review and discussion of Ms. Hoffman's full license application, Ms. Schneider made a motion to table the decision to issue a full license to Ms. Hoffman pending receipt of additional information; open a Staff Assignment; request that Ms. Hoffman submit additional information; and request that Ms. Hoffman and Ms. Monica Giovanni, Ms. Hoffman's supervisor at the time of her fellowship, meet with the Board at its next scheduled meeting on July 2, 2013, and provide the requested additional information within 10 days of receipt of the Board's request. Ms. Shannon seconded the motion; the motion passed unanimously.

- VII. Staff Assignments  
None.

- VIII. Complaints  
None.

- IX. Scope of Practice Inquiries  
None.

X. Other Business/Announcements

- A. Introductions of new Multiboard staff

Ms. Stein introduced Ichelle Herbu, the new Assistant Executive Director for the MultiBoards. She informed the Board of the Division of Health Professions Licensure's new Director, James Lavery, who has served as Chief Prosecutor for many years.

- B. Delegation of Authority to Assistant Executive Director

Ms. Stein discussed with the Board the delegation of Board authority to the Assistant Executive Director to perform specific actions and to sign documents on behalf of the Board.

Motion by Ms. Shannon to delegate the authority delegated to the former Executive Director to Ms. Herbu, Assistant Executive Director; Ms. Schneider seconded the motion. The motion passed unanimously.

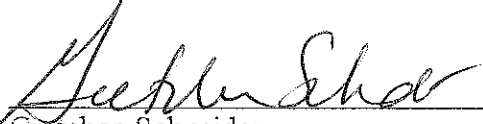
XI. Adjournment

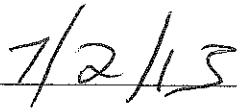
There being no other business before the Board, Ms. Schneider made a motion to adjourn the meeting; Ms. Shannon seconded the motion. The motion passed

unanimously. The meeting was adjourned at 10:43 a.m.

The next meeting of the Board of Registration of Genetic Counselors will be held on Tuesday, July 2, 2013, beginning at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

  
Gretchen Schneider  
Chair

  
Date